

CHICAGO FEDERAL EXECUTIVE BOARD  
EMPLOYEE OF THE YEAR AWARDS

# NOMINATION JOB AID

February 16, 2016 Update

*This Job Aid summarizes the fields from the "Wufoo" on-line nomination form and can be used as a "scratch pad." Alternately, you can draft your nomination paragraphs in Microsoft Word or equivalent and cut and paste them into the "Wufoo" fields.*

[Link to On-line Nomination Form](#)

*You will receive an email confirmation and a copy of your submitted nomination when it is registered in the system.*

*Please save the confirmation for your records.*

*If you have questions, please don't hesitate to call Nancy Sanchez:*

*312-385-3087 (at FEB) [nancy.sanchez@gsa.gov](mailto:nancy.sanchez@gsa.gov)*

*630-252-5741 (at DOE) [nancy.sanchez@science.doe.gov](mailto:nancy.sanchez@science.doe.gov)*

**Note:** This form is provided for your use as a worksheet when preparing the content for your nomination. Unless special needs have been reviewed with the FEB, [submissions must be made via the on-line system](#) to ensure process integrity. Thank you.

### AWARD CATEGORY (Check One)

For Full List of Category Descriptions, please [click here](#). Individual categories are linked within the document.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. <a href="#">Agency of the Year</a>                         |
| <input type="checkbox"/> | 2. <a href="#">JFK Leadership</a>                             |
| <input type="checkbox"/> | 3. <a href="#">Call to Service</a>                            |
| <input type="checkbox"/> | 4. <a href="#">Career Achievement (NEW)</a>                   |
| <input type="checkbox"/> | 5. <a href="#">Citizens Services Employee</a>                 |
| <input type="checkbox"/> | 6. <a href="#">Citizens Services Team</a>                     |
| <input type="checkbox"/> | 7. <a href="#">Homeland Security and Law Enforcement Team</a> |
| <input type="checkbox"/> | 8. <a href="#">Management Excellence</a>                      |
| <input type="checkbox"/> | 9. <a href="#">Mission Support Employee</a>                   |
| <input type="checkbox"/> | 10. <a href="#">Mission Support Team</a>                      |

### NOMINEE INFORMATION

Nominee Name  
(First and Last)

Nominee  
Title

Number of Years of Service

Agency

Office

Address

City

State

Postal zip

Please [submit nominations on-line](#) before February 19, 2016. Questions may be addressed to: [nancy.sanchez@gsa.gov](mailto:nancy.sanchez@gsa.gov)

## NOMINATOR INFORMATION

Nominator Name (First and Last)

Title

Nominator's Email

Nominator's Phone Number

## AGENCY DIRECTOR INFORMATION (NOTE: Agency Directors will receive notification of ALL nomination submissions)

Agency Director Name (First and Last)

Agency Director Title

Agency Director Email

Agency Director Phone Number

**By initialing or signing here, I confirm I have followed my agency's protocol and received authorization to submit this nomination.**

In **one or two sentences**, please identify the specific accomplishment(s) for which you are nominating this individual or team.

**Accomplishment Summary:**

**Accomplishment Details:**

In 800 words or less:

- Indicate when the accomplishment occurred.
- Explain who the accomplishment benefits and how it benefits them.
- Explain what the nominee did that was innovative (unique approach to problem solving, new model for others to follow)
- Describe why this accomplishment is important.

*May continue on next page if full 800 words needed*

Please [submit nominations on-line](#) before February 19, 2016. Questions may be addressed to: [nancy.sanchez@gsa.gov](mailto:nancy.sanchez@gsa.gov)

Continued from previous page (full 800 words needed)

*If creating a team nomination, please continue, filling out next page. If your team includes more than 20 members, you can attach a separate page when you submit your nomination.*

**TEAM NOMINATION:**

Team Name \_\_\_\_\_ Please list all team members below:

Name (First and Last)	Job Title - Organization

Please [submit nominations on-line](#) before February 19, 2016. Questions may be addressed to: [nancy.sanchez@gsa.gov](mailto:nancy.sanchez@gsa.gov)

Name (First and Last)	Job Title - Organization

### Category Descriptions

#### 1. Agency of the Year

This category recognizes one agency for achieving an outstanding level of success in implementation of federal initiatives to provide public service to citizens in their community. Initiatives could include:

- Employee engagement
- Diversity and Inclusion

*Note: The agency that won the previous year is not eligible for nomination the following year.*

#### 2. JFK Leadership

This category is to honor outstanding leadership skills.

Accomplishments may include:

- Recognizing responsibility to lead means leveraging your team’s talents
- Engages their staff as professionals; makes them aware of “the good, the bad, and the ugly” so they can make the best possible informed decisions
- Empowers employees to fully utilize their skills
- Cultivates the next generation of leaders
- Role-modeling a standard of excellence through principle based, high integrity leadership
- Develops new and innovative ideas that result in significant organizational changes
- Promotes creativity and risk-taking and supports results
- Understands and develops diversity within the organization

#### 3. Citizens Services Employee

This category recognizes significant contributions in activities related to public and community service. Areas may include: economic development, education, health care, housing, labor, and transportation.

Accomplishments may include:

- Skill and compassion of employees who go the extra mile to provide services to the public.
- Perform significant volunteer services in their communities or general public.

#### 4. Career Achievement (NEW)

This category recognizes a federal employee for significant accomplishments throughout a lifetime of achievement in public service. Nomination must showcase accomplishments throughout their career, not just in the past year. The candidate must have 20+ years of career federal civil service.

Accomplishments can include:

- Impacts of employees work throughout their career
- Financial savings of long term process changes
- Shifts in workplace or community culture from employee's efforts

#### 5. Call to Service (NEW)

This category recognizes professional achievements that reflect important contributions that a new employee brings to public service. The candidate must have 5 or fewer years of federal civil service.

Accomplishments may include:

- Innovation that challenges conventional thinking
- Implementation of new technologies
- Management reform
- Private sector integration into the public

#### 6. Citizen Services Team

This category recognizes significant contributions of teams in activities related to public and community service. Areas may include: economic development, education, health care, housing, labor, and transportation.

Accomplishments may include:

- Exceptional dedication to public service
- Enhancement of public service image
- Promotes a special act or service in the public interest.
- Sets standard for interdisciplinary teamwork

#### 7. Homeland Security and Law Enforcement Team

This category recognizes one team with significant contributions to homeland security and/or law enforcement. These areas may include: border and transportation security, civil rights, counterterrorism, emergency response, fraud prevention, and intelligence.

Attributes may include:

- A calm, even-handed approach to handling crises; de-escalating tensions

Please [submit nominations on-line](#) before February 19, 2016. Questions may be addressed to: [nancy.sanchez@gsa.gov](mailto:nancy.sanchez@gsa.gov)

- Objectivity and a respectful approach in handling difficult situations
- Excellent application of emergency management skills
- Effective communication skills evident in working with employees and citizens
- Practicing “seek first to understand, then to be understood”
- Exceptional contingency planning and proactive mitigation of issues that would otherwise have a detrimental impact on employees and/or citizens

## 8. Management Excellence

This category recognizes an employee that demonstrates superior leadership and management excellence through significant contributions that exemplifies efficient, effective, and results-oriented government. This category recognizes supervisors, managers, and any level of professional work. Nominees will be compared on the basis of competency, efficiency, and accomplishment that distinguish them in the professional/supervisory field.

Accomplishments may include:

- Educating the workforce or the public in their field of expertise
- Applying their expertise to solve problems previously perceived as unfixable
- Empowers employees to be results driven
- Assuming leadership roles as a subject matter expert
- Skill in directing and developing subordinates
- Improving efficiency and making process redesign recommendations

## 9. Mission Support Employee

This category recognizes an individual that demonstrates superior dedication to the mission of their agency or office.

Accomplishments may include:

- Ability to execute job priorities efficiently in spite of possible chaotic environmental challenges (power outages, weather related emergencies)
- High inner work standards and attention to detail for accuracy and completeness in what is prepared
- Excellent listening skills and a willingness to offer insights about alternative approaches that may yield better results; promoting innovation and organizational efficiency
- Ability to anticipate risks/vulnerabilities.
- Ability to translate complex technical issues to user friendly language

## 10. Mission Support Team

This category recognizes a team that demonstrates superior performance along agency-specific guidelines for planning, design, and execution of programs supporting their agency’s or office’s mission. Team background could include: Safety standards, health care, environment, energy, or information technology.

Please [submit nominations on-line](#) before February 19, 2016. Questions may be addressed to: [nancy.sanchez@gsa.gov](mailto:nancy.sanchez@gsa.gov)